



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Technical Assistant [Classified Competitive]			Salary A12 \$37,482.59 - \$52,387.85
Posting Number 518-21	Position Number 953181	Number of Positions 1	Posting Period * From: 10/04/2021 To: 10/18/2021
Location: Office of the Assistant Commissioner Public Health Infrastructure, Laboratories and Emergency Preparedness Office of the Administrative Services - 2nd Floor 55 Willow St, Trenton, NJ 08625			Scope of Eligibility/Open to: Department of Health Employees
GENERAL DESCRIPTION			
<p>The Office of the Administrative Services is seeking a motivated individual to perform the following duties under the general supervision of the Executive Assistant 3. This position will be responsible for expediting and coordinating services such as management of inventory, maintenance and repairs of equipment, to include but not limited to PC's, office telephones/mobile devices, printers, copiers, fax and scanners. Responsible for storage of inventory products, coordination of distribution of said products to appropriate employees. Accounting of and maintenance of assigned items to specific employees within the Asset database utilizing a required assignment form. Correspondences with Health Information Technology (HIT) employees for software installation and deactivation of appropriate devices. Assists in researching information needed for program proposals and requests for new equipment, software and services. Coordinates fiscal procedures within the division unit including budget implementation and control, making sure that expenditures are in accordance with the allocation of funds. Assists in performing the routine compliance monitoring of financial, contractual, programmatic for the division. Utilizes ReqTrack to enter requisitions for the Division. Reviews and interpretation of public health grant descriptions, purchase order invoices, and contracted employee timesheets for accuracy, appropriateness and completeness. Acts as the Point of contact for PHILEP's cube/office set up, division floor plan, ordering and organization of supplies and management of division mail distribution.</p> <p>***Preference will be given to candidates with NJStart and SAGE experience.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.</p> <p>NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTPHILEP@doh.nj.gov • Mail the required documents to: Myrna Rivera, Administrative Assistant 2 Public Health Infrastructure Lab. & Emerg. Prepare Reference Posting #518-21 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*